



United States Department of Agriculture

RESEARCH, EDUCATION, AND ECONOMICS
AGRICULTURAL RESEARCH SERVICE
www.ars.usda.gov

"Solving Problems for the Growing World"

VACANCY ANNOUNCEMENT

Announcement Number: ARS-X5E-0329
Demo/Alternative Merit
Promotion

Position Title/Series/Grade:
Systems Accountant
GS-0510-09/11/12

Promotion Potential: GS-13

Employment Type: Full-time - Permanent

Grade and Salary Range:
GS-09 \$43,365.00 - \$56,371.00 Per Year
GS-11 \$52,468.00 - \$68,209.00 Per Year
GS-12 \$62,886.00 - \$81,747.00 Per Year

Location of Position:
Washington, DC: Administrative and Financial
Management, Financial Management Division, Fiscal
Operations Branch

Who Can Apply (You **must** include a statement in your
application that you are a U.S. citizen to be considered for this
position): All U.S. Citizens

Opening Date: September 6, 2005

Closing Date: September 27, 2005

For copies of vacancy announcements and/or application
materials, please call (301) 504-1482. For additional
information regarding employment opportunities, please
visit <http://www.afm.ars.usda.gov/hrd/jobs/apply.htm>.

Contact Information

Human Resources Specialist:
Mary Ann Becker
(301) 504-1350

DC Relay Service: (202) 855-1234 (TDD)

Send Applications to:
USDA, Agricultural Research Service
Human Resources Division
Attn: Mary Ann Becker
5601 Sunnyside Avenue, Stop 5104
Beltsville, MD 20705-5104
Fax: (301) 504-1535
E-mail: scirecruit@ars.usda.gov

Applications must be postmarked, e-mailed or faxed by
the closing date of the announcement. Applications
received in Government envelopes will not be
considered.

Please take advantage of the Application Package
Checklist at the end of this announcement to ensure your
application is complete.

For information about the organization and location, visit
the location's website at <http://www.afm.ars.usda.gov/>.

Applications will also be accepted from USDA Surplus and Federal Displaced Employees in the commuting
area.

This position has a positive education requirement. You must provide documentation to verify education.
Education completed outside the U.S. must be submitted for evaluation to a private organization that
specializes in interpretation of foreign education credentials and such education must be deemed at least
equivalent to that gained in conventional U.S. education programs.

This position is being filled at the GS-09, GS-11 or GS-12 only.

Major Duties:

The Operations Section II of the Fiscal Operations branch, Financial Management Division, Administrative and Financial Management, Agricultural Research Services provides the overall design and maintenance of the Cooperative State Research Education and Extension Service (CSREES) financial management system within the parameters of the Department of Agriculture Foundation Financial Information System (FFIS) and the National Finance Center (NFC) administrative systems.

Serves as the Senior Accountant and participates in the development, coordination and implementation of FFIS financial programs, procedures and controls to assure the design and operations of the overall accounting system is responsive to CSREES programs and management requirements. At the full performance level the incumbent performs the following duties:

Develop, recommend and install a comprehensive financial payment management system within the parameters of the Department's FFIS to account for and control the financial payments and collections processing for CSREES.

Serve as CSREES FFIS Functional/Application Administrator (includes 24-hour on-call duty to authorize resolution steps for production processing problems) with responsibility to: coordinate execution of the daily, weekly, monthly and year-end closing cycles and special processing routines; ensure that system backups and restores are accomplished, coordinate the execution of batch jobs and maintenance and tuning activities; etc.

Conduct reviews of existing methods and procedures and recommend necessary changes.

Review and analyze accounting reports to assure proper integration of data from the various financial feeder systems at NFC.

Develop and provide technical direction, guidance and training to personnel in the day-to day FFIS operations and procedures.

Qualifications Required: Your education and experience will be evaluated against all qualification requirements (basic and any additional requirements) listed below.

Basic Requirements

Applicants must have a degree in accounting and/or auditing; or a degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting OR combination of education and experience B at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. Applicants' background must also include one of the following: (1) Twenty-four semester hours in accounting or auditing courses of appropriate type and quality; (2) A certificate as Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; or (3) Completion of the requirements for a degree that included substantial course work in accounting or auditing. For more information regarding qualification requirements, go to <http://www.opm.gov/qualifications/sec-iii/a/0500-NDX.HTM>

This position has a positive education requirement. You must provide a copy of your academic transcripts OR a list of college courses with credit hours, dates completed, and grades received to

verify education when applying for this position. If this information is not provided, your education may not be appropriately evaluated, and you may lose consideration for this position. If you are selected for this position, you will have to provide an official copy of your transcripts prior to entering on duty.

Additional Requirements:

GS-09: Applicants must have 2 years of progressively higher level graduate education leading to a master's degree or master's or equivalent graduate degree OR 1 year specialized experience equivalent to at least GS-07 in the Federal service.

GS-11: Applicants must have 3 years of progressively higher level graduate education leading to a Ph.D. degree or Ph.D. or equivalent doctoral degree OR 1 year specialized experience equivalent to at least GS-09 in the Federal service.

GS-12: Applicants must have 1 year specialized experience equivalent to GS-11 grade level in the Federal service.

Time-In-Grade Restrictions apply for all candidates considered under Merit Promotion/Alternative Merit Promotion.

Specialized Experience - experience which has equipped you with the following Knowledge, Skills and Abilities - 'KSAs' required to perform the duties of this position:

1. Knowledge of accounting and financial management principles, policies, laws and regulations such as Chief Financial Officer's (CFO) Act, General Accounting Office (GAO) decisions, the Office of Management and Budget (OMB) circulars, Treasury Department bulletins, Federal Accounting Standards Advisory Board (FASAB) processes and procedures.
2. Knowledge of accounting and financial systems in order to participate in the systems design when developing and implementing an agency-wide automated accounting and financial system, such as USDA's National Finance Center's Foundation Financial Information System (FFIS); oversee the implementation and user training phases; and identify problems or deficiencies in existing system and recommend a modification or solution.
3. Ability to prepare, analyze and interpret accounting and financial management information, statistical data, and reports, and financial management legislation, regulations and guidance.
4. Ability to develop and write documents such as procedural guidelines, memorandums, accounting and business processes, system requirements, and reports.
5. Ability to give oral presentations on accounting and financial topics to staff, customers and management, using software such as PowerPoint.

Other Important Information

Benefits Package:

A Benefits Package is authorized for this position. Additional information about Federal benefits can be obtained at www.usajobs.opm.gov/ei61.htm.

Veteran's Preference:

For further details, call the U.S. Office of Personnel Management (OPM) at 703-724-1850 or TDD 978-461-8404. Select General Information on the Federal Employment Policies and Procedures, and then Veterans Preference and Special Appointing Authorities for Veterans. Visit their VetGuide website at <http://www.opm.gov/veterans/html/vetguide.asp>.

Relocation Expenses:

Payment of relocation expenses will be determined in accordance with P&P 412.5, Recruitment and Retention Incentives and Other Special Pay, Sections 6 and 7, as amended by Bulletins 03-402 and 05-412.5, which may be found at <http://www.afm.ars.usda.gov/ppweb/412-05.htm#H10>. See also http://www.afm.ars.usda.gov/hrd/staffing_recruit/reloweb.htm.

Financial Disclosure Requirement:

Federal employees are subject to prohibitions against officially dealing with outside organizations in which they have a financial interest. You may be required to submit a financial disclosure report if hired for this position.

False statements:

If you make a false statement in any part of your application, you may not be hired; may be fired after beginning work; or may be fined or jailed.

Optional Form 306, (Declaration for Federal Employment):

If you are selected for this position, you will be required to complete this form before an offer may be made.

USDA Surplus/Federal Displaced Employees:

USDA Surplus/Federal displaced employees must submit documentary evidence of eligibility. Well qualified surplus and displaced employees within the local commuting area will receive selection priority as provided by OPM regulations. Well-qualified means the applicant meets the basic qualification and eligibility requirements and all selective placement factors; is rated above minimally qualified against the KSAs or quality criteria; and is able to satisfactorily perform the duties of the position upon entry. Applicants must submit the following:

- 1) a copy of your RIF Separation Notice or Certification of Expected Separation or other documentation indicating that you are a surplus employee;
- 2) evidence of full performance level of current position;
- 3) a copy of your most recent performance appraisal; and
- 4) a copy of your most recent SF-50, Notification of Personnel Action, to verify reassignment eligibility.

Selective Service System:

Males over age 18 who were born after December 31, 1959, must have registered with the Selective Service System (or have an exemption) to be eligible for Federal employment.

Reasonable Accommodation:

Reasonable accommodation may be provided to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, or have questions regarding reasonable accommodation and/or accessibility for any part of the application and hiring process, please contact the Disability Program Manager on 202-720-6161 or through the DC Relay Service on 202-855-1234 (TDD). The decision to grant reasonable accommodation is made on a case-by-case basis.

Civil Rights Policy Statement:

The U.S. Department of Agriculture (USDA) is an equal opportunity employer and provider.

Discrimination is prohibited in all USDA programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's Target Center on 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 202-720-5964 (voice and TDD).

Application Package Checklist

If application packages do not contain all of the requested information, you may lose consideration for the job. To help you ensure your application fully outlines your qualifications and eligibility for this position, please submit the following documentation.

- ☐ Optional Form 612 (Optional Application for Federal Employment), SF-171 (Application for Federal Employment), Resume, Curriculum Vitae, or other document outlining your qualifications (Go to <http://www.opm.gov/forms/html/of.asp> and scroll down to obtain the OF-612).

The following information is required of all applicants:

- ☐ Announcement number, title, and grade(s) of the position
- ☐ Full name, mailing address (including zip code) and day and evening phone numbers (with area code)
- ☐ Social security number
- ☐ Statement that you are a U.S. citizen (if not using the OF-612 or SF-171)
- ☐ Copy of DD Form 214 (Certificate of Release or Discharge from Active Duty) (if claiming veterans preference) (Visit the following web site for additional information:
<http://www.opm.gov/employ/veterans/html/vetguide.asp>)
- ☐ SF-15 (Application for 10-point Veteran's Preference) plus the support documentation required by this form (if claiming 10-point veterans preference) (Go to the web site at <http://www.opm.gov/forms/html/sf.asp> to obtain form.)
- ☐ Paid and non-paid work experience related to the position. For each period of work experience include:
 - ___ Job title
 - ___ Series/grade (if Federal employment)
 - ___ Duties and accomplishments
 - ___ Employer's name and address
 - ___ Supervisor's name and contact information
 - ___ Starting and ending dates of employment (at least month & year)
 - ___ Number of hours worked per week
 - ___ Salary
 - ___ Indicate if we may contact current supervisor/employer
- ☐ Other job related information, such as training courses (title & year); skills (e.g., other languages, computer software/hardware, tools, etc.)
 - ___ Certificates/licenses (current)
 - ___ Honors, awards, and special accomplishments
 - ___ Supplemental questionnaire if applicable (usually for Federal Wage System positions - WG, WL, WS)
- ☐ Copy of college transcripts (if qualifying all or in part on the basis of education for this position) (If you have non-conventional education, e.g., foreign study, continuing education units, life experience, etc., go to the web site at <http://www.opm.gov/qualifications/SEC-II/s2-e4.htm#e4a> and look under the heading

“Other Education” for information governing acceptability of this type of education.)

- ☐ Copy of SF-50 (Notification of Personnel Action) to verify possession of competitive civil service status (if you are a current or previous federal employee)
- ☐ Copy of most recent performance appraisal (if you are a current federal employee)
- ☐ Second copy of application package (if the position is open to candidates outside the federal government AND if you are a current federal employee or a candidate with reinstatement eligibility and wish to be considered under both merit promotion and competitive examining procedures).
- ☐ Support documentation for eligibility for special hiring authorities, such as disability, Peace Corps service, etc. (If you have questions about whether you are eligible for a particular hiring authority, please call the servicing HR specialist or visit the web site at <http://www.usajobs.opm.gov/a2.htm> and scroll down to the subject heading, “Category”.)
- ☐ Support documentation if you are a USDA surplus or federal displaced employee (See pertinent section under “Other Important Information” below.)
- ☐ Self-certification of typing speed (if required as a basic qualification for the position)
- ☐ While not required, a separate response to the required knowledge, skills, and abilities (KSAs listed under Specialized Experience) and Selective Placement Factor(s), if present, for this position may better highlight your specific qualifications for this position. (For an explanation of KSAs, go to the web site at <http://www.ars.usda.gov/careers/whatksa.html>).

If this is your first time applying for a federal job, or if you wish to view more detailed information about various aspects of applying for federal jobs, go to <http://www.opm.gov/forms/html/of.asp> and scroll down to access the Office of Personnel Management (OPM) Optional Form 510.